

# The Brampton Partnership

*“Making Brampton and the surrounding parishes a better place to live, work and visit”*

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## Partnership Agreement

### Purpose

The Brampton Partnership will facilitate collaboration to develop and deliver innovative solutions to create a successful and sustainable community.

The Partnership will co-ordinate the implementation of the Community Economic Development (CED) Plan for Brampton and the rural parishes surrounding the town. The Plan was accepted by the Department of Communities & Local Government (DCLG) in April 2016.

Partners are committed to:

- Network and share info
- Encourage greater mutual trust between partners
- Engage, collaborate with and support individual communities
- Action focused - grasp opportunities for both quick wins and ambitious priority projects
- Contribute resources in order to attract funding
- Deliver and report against the 7 Outcomes in the CED Plan, keeping the Action Plan under review

### The 7 Key Elements of the Brampton CED Plan are:

1. Responsible Enterprise & Business Sectors
2. Recycling Money Locally
3. Locally Owned & Developed Assets
4. Public & Business Sector Responsiveness
5. Community Consultation & Engagement
6. Sustainable Environment
7. Coordinated Approach (with the Partnership in the lead role)

### Partners

Partners can be drawn from any part of the community who have an interest in Brampton and the surrounding areas being a better place to live, work and visit and new partners will be invited as new opportunities and projects emerge.

Partners must have a clear link to Brampton’s economy, community and environmental wellbeing. The Partnership is flexible and involvement is linked to the development and delivery of projects and outcomes identified within the framework of Brampton’s CED Plan.

It is anticipated that Partners will be made up of local government organisations (Parish, City and County Councils), other service and statutory provision organisations (health & wellbeing, education, environmental) voluntary, community and social enterprise organisations (VCSEs) and business partnership bodies and local businesses.

### Partnership Area

The Partnership will focus on collaborative working within Brampton and the 23 surrounding parishes *[as shown right]* and will seek to influence and feed into any wider strategic plans and partnerships, including Carlisle City Council’s Economic Strategy, Cumbria County Council’s Strategic Plan, Cumbria LEP and Carlisle Partnership. The Partnership will also ensure that its activities and plans are aligned to these wider plans.

The Partnership will also seek to rural proof the work of these organisations and challenges them to ensure appropriate consideration and effective delivery is provided in rural communities.



# ***Terms of Reference***

## **Chair**

Nominations for Chair will be sought from amongst the partners and the appointment of the Chair will be confirmed at the first meeting of each calendar year.

The Chair will ensure that Partnership meetings function properly - that there is full participation during meetings; all agenda items are covered; effective decisions are made and actions are assigned, recorded and carried out.

In the absence of the Chair, another partner will preside at meetings and assume the Chair's responsibilities.

## **Meetings**

Meetings of the Partnership will be held at least quarterly, with the dates and times of meetings agreed by partners annually in advance. Interim meetings will be called when required.

Agendas will be issued to partners a minimum of 1 week in advance. Partners wishing to request an agenda item should do so by email at least 2 weeks prior to the next scheduled meeting.

Minutes of meetings will be circulated to partners within 2 weeks from the date of the meeting. Minutes will be made available for viewing on request. Minutes may be edited to remove commercially sensitive information.

Quorum is five partners present at meetings, or five responses received by email.

An Annual Meeting will be held at the beginning each year, which will report on the progress of the Partnership and its key actions and future plans.

## **Working Groups and Project Teams**

Working groups and project teams will be established when required to focus on the development and delivery of priority projects. The groups will meet as often as required and will provide regular updates to the Partnership and Chair.

## **Decision Making**

Decisions can be made at meetings or, at the discretion of the Chair, by email from the partners. For decisions required at a meeting, any relevant documentation will be distributed prior to the meeting with the agenda. For decisions required by email, a period of no less than 1 week will be allowed for responses.

All decisions will be made by consensus where possible, although a decision can be carried if 60% of partners present at the meeting or voting in response to email agree.

## **Conflict of Interest**

Any partners attending a meeting with a personal, business or financial interest in any matter being discussed or voted on must declare such interest at the beginning of each meeting, or as soon as possible thereafter.

## **Communication & Transparency**

The Partnership will be open and transparent about their activities and details of the Partnership and the Brampton CED Plan will be made available on request.

The Partnership recognises the importance of communicating with the wider network of local businesses, residents, community groups and local authority interests within the area. The Partnership undertakes to provide this wider network with updates (either in a newsletter, email, via press releases, through public meetings and information events, etc.).

## **Finance**

The Partnership will seek to gain funding to ensure it has sufficient resources to function and support its aspirations.

Lead organisations will be agreed to act as the accountable body for projects as they emerge and financial accountability rests with individual projects & partners, and partners owning their respective physical assets. Funding applications for projects would include a small contribution to support the ongoing administrative costs of the Partnership.

## **Amendments to the Agreement and Terms of Reference**

The Agreement and Terms of Reference will be made available to all partners and also to others by request. These will both be reviewed annually and any changes will be proposed and approved at the Annual Meeting.